

**Georgia State Board of Long-Term Care Facility Administrators
Board Meeting Minutes – October 9, 2025**

Professional Licensing Boards Division of the Secretary of State
237 Coliseum Drive, Macon, Georgia 31217

Members Present:

- Barbara Baxter, Vice Chair
- Norma Jean Morgan
- Shanna Dupree
- Beth Cayce
- Kim Pitsenbarger
- Suzanne Gerhardt
- Donna Sant

Others Present:

- Brad Coman, Executive Director
- Melanie Foster, Licensing Supervisor
- Robyn Henley, Licensing Analyst
- Tommy McNulty, Assistant Attorney General

Members Absent:

- Tim Bush
- Barbara Mitchell, Chair
- Staci Kennedy

Note: Visitors are excused during Executive Session unless scheduled for a personal appearance.

Barbara Baxter, acting Chair, noted that a quorum was present, called the meeting to order at 9:05 a.m., and declared the meeting to be “open” pursuant to the Open and Public Meeting Act, O.C.G.A. §§50-14-1 et seq.

Barbara Baxter notified the Board that Darcy Watson resigned from the Board and thanked her for her service.

OPEN SESSION

Agenda

Kim Pitsenbarger moved, Norma Jean Morgan seconded, and the Board voted to approve the October 9, 2025, agenda.

Minutes

Suzanne Gerhardt moved, Beth Cayce seconded, and the Board voted to approve the August 20, 2025, Open Meeting minutes and Executive Session minutes.

Ratification List

Licenses Issued 8/18/2025 through 10/6/2025 (Total – 48): Norma Jean Morgan moved, Kim Pitsenbarger seconded, and the Board voted to ratify the licenses issued between meetings by application and reinstatement in accordance with Board Rules and Policies.

License #	Licensee
ALCA000958	Heidi Stearns
ALCA000962	Michelle Renee Sluka
ALCA000959	Tyasha Cheyenne Green-Douglas
ALCA000960	Tracy Carmelita Griffith
ALCA000961	Tiffany Lynn Gary
ALCA000964	Brook Nicole Kenney
ALCA000963	Yolanda Nakisha Dodd
ALCA000965	Shannon E Reeves
ALCA000966	Chanelle AnnMarie Evans
ALCA000967	Marcus Briscoe

License #	Licensee
ALCA000968	Zubayda A Sutton
ALCA000969	Stacey Sanford
ALCA000970	Rosalind Williams
ALCA000971	Ginger Keiter-Laprise
ALCA000972	Tawanda Nash
ALCA000973	Dashawn I. Luckey
ALCA000974	Tyiesha Tanae Cooper
ALCA000975	Destiny Cook
ALCA000976	Ashton Sanders Windham
ALCA000977	Darlene Sanders

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ALCA000978	Carol Ann Hagerty
ALCA000979	Prasant H Desai
ALCA000980	Ian Godfrey Roberts
NHAS000348	Tina Richards Bates
NHAS000349	Carrol Lynne Janes
PCHA000326	Ella Stephenson
PCHA000327	Alan Chris Baldwin
PCHA000329	Tyiesha Tanae Cooper
PCHA000328	Amanda D Woodall
PCHA000331	Laura MacPherson
PCHA000330	Millicent achieng Nyanjwa
PCHA000332	SusAnn Brantley Allen
PCHA000333	Bralen Nicole Allen
NHAT000566	Sukhwinder Kaur

License #	Licensee
NHAT000567	Brenda Joy Eskin
NHAT000568	Krenisha January
NHAT000569	Denise Brown
NHAT000570	amanda davis
NHAT000571	Serah Wangari Karanja
NHA006257	Trent Vernard Talton Jr
NHA006258	James Yarborough
NHA006259	Robert Marshall Ussery
NHA006260	Sarah Marie Moody
NHA006261	Darius Bruce Allen Burton
NHA006262	Stacey Mcneill
NHA006263	Chad Allen Mixon
NHA006264	Glenn Brian Smith
NHA006265	Precious Frankena Moore

EXECUTIVE SESSION

Kim Pitsenbarger moved, Donna Sant seconded, and the Board voted to enter Executive Session at 9:08 a.m. in accordance with O.C.G.A. §43-1-2(k) (1) (2), § 50-14-2 (1), and 43-1-19(h) (2) & (4), for the purpose of discussing and reviewing applications, complaints, and to hear the Attorney General’s Report.

At the conclusion of Executive Session Barbara Baxter, acting Chair, declared the Board meeting to be “open” pursuant to the Open and Public Meeting Act O.C.G.A. § 50-14-1 et seq., at 11:06 a.m. No votes were taken in Executive Session.

OPEN SESSION

Shanna Dupree moved, Kim Pitsenbarger seconded, and the motion was carried by the Board to ratify the following recommendations made during the Executive Session:

Appointments:

4228357 – E.J. – Nursing Home Administrator by Reciprocity Denial Appeal – No show.

NHA250042 – Table for additional information.

4248680 L.E. – Administrator in Training – Accepted August hours only. AIT should request an extension and complete remainder of hours once extension request is approved.

Applications:

4326140 – Nipa Patel – Nursing Home Administrator by Reciprocity – Approved for reciprocity/endorsement based on education, experience, and training.

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4347587 – J.S. – Administrator in Training – Approved, pending receipt of completed outline, with a Letter of Concern for unlicensed practice to applicant and a Letter of Concern for aiding and abetting unlicensed practice to administrator.

4222208 – J.F. – Assisted Living Community Administrator by Exam – Withdraw application as incomplete if fine is not paid within ten business days.

Complaints:

NHA260005 – Close – Refer to DCH.

NHA260004 – Table – Refer to Attorney General’s Office for revocation of license for unprofessional and unethical practice and fraud.

Attorney General’s Report

The Board reviewed and accepted the Attorney General’s report, which included information on any cases referred for action and requests for advice.

OTHER BUSINESS:

Request for AIT Extension

The Board reviewed a request for an extension for an AIT program. Kim Pitsenbarger moved, Norma Jean Morgan seconded, and the Board voted for the request to be approved by a board cognizant after the preceptor provides a more detailed explanation for the reason for requesting the extension and why the request was received after the end of the program.

Proposed Meeting Dates:

Shanna Dupree moved, Kim Pitsenbarger seconded, and the Board voted to approve the following meeting dates for 2026:

- February 12, 2026 (teleconference)
- April 9, 2026 (teleconference)
- June 11, 2026 (teleconference)
- August 13, 2026 (teleconference)
- October 8, 2026 (teleconference)
- December 10, 2026 (teleconference)

There being no further business, Barbara Baxter, acting Chair, declared the meeting adjourned at 11:12 a.m.

The next meeting of the Georgia State Board of Long-Term Care Facility Administrators will be held Thursday, December 4, 2025 at 9:00 am.

Minutes recorded by: Kristin Mitchell, Board Support Specialist
Minutes reviewed and edited by: Brad Coman, Executive Director
Minutes approved on December 4, 2025.


Barbara Mitchell, Chair


Brad Coman, Executive Director

STATE OF GEORGIA
COUNTY OF BIBB

**AFFIDAVIT SUPPORTING CLOSING
OF PUBLIC MEETING**

The Georgia Open Meetings Act, O.C.G.A.50-14-1 et seq., requires that all meetings of an entity covered by the statute must be open to the public unless there is some specific statutory exception which permits the closing of the meeting. If such a meeting to be closed, the law requires that the presiding person execute a sworn affidavit stating that the subject matter of the meeting or the closed portion thereof was devoted to matters within the statutory exceptions and identifying those specific exceptions relied upon. O.C.G.A.50-14-4(b). A copy of this affidavit must be filed with the minutes of the meeting in question:

Comes now, **Barbara Baxter**, the presiding officer identified below and, before an official duly authorized to administer oaths, makes this affidavit in satisfaction of the statutory requirements outlined above.

1. I am the presiding officer of the Georgia State Board of Long-Term Care Facility Administrators.
2. I am over the age of 18 and in all other aspects, competent to make this sworn statement. I acknowledge that I am giving this statement under oath and penalty of perjury and that I have read the contents of this affidavit prior to signing it.
3. On **October 9, 2025**, this entity, which is subject to the Open Meetings Act, met. A majority of the quorum of the members present voted to close the meeting or a portion thereof for the following indicated reason(s). I hereby certify that during the closed portion of the meeting, only those subjects indicated below were discussed. I also certify that I have reviewed the exceptions provided under the Open Meetings Act that may permit the closing of a meeting and that, to the best of my knowledge, the reasons I have described in detail below meet the requirements for closing this public meeting.
4. The legal authority for the closure of this meeting was O.C.G.A. 43-1-2(k) and 43-1-19(h).
5. The subject(s) discussed and the underlying facts supporting the closing of this meeting are:

SUBJECT DISCUSSED:	LEGAL AUTHORITY
Investigations including reports and deliberations	O.C.G.A. Sect. 43-1-19(h)(2)&(4)
Applications	O.C.G.A. Sect. 43-1-2-(k)(1)(2)
Exams (including questions, materials, and deliberations)	O.C.G.A. Sect. 43-1-2(k)(3)(4)
Attorney General's Report (certain matters of attorney/client privilege which include: 1. Pending/Potential litigation 2. Settlements (Consent Orders/Disciplinary 3. Claims 4. Administrative Proceedings 5. Judicial actions relating to the board 6. Other matters listed as closed session	O.C.G.A. Sect. 50-14-2(1)
Investigative Interviews if part of disciplinary	O.C.G.A. Sect. 43-1-19(4)
Probation Report (employer and self report)	
Probation Reports (medical information)	O.C.G.A. Sect. 50-18-72(G)(2)

	Executive Session Minutes	O.C.G.A. Sect 50-14-4
	Cognizant Member's Report	O.C.G.A. Sect. 43-1-2(k)(4)
	Voting	None (must be in open session)

FURTHER THE AFFIANT SAYETH NOT

PRESIDING OFFICER Barbara J. Bayler

Sworn and subscribed before me.
This 9th day of October, 2025

Renae L. Gray
Notary Public
My commission expires:



RENAE L. GRAY
Notary Public, Georgia
Houston County
My Commission Expires
June 01, 2027